

2026 Center-Based Temporary Staffing RFP – Response to Questions

SECTION 1: LEGAL CLASSIFIED NOTICE

1. Is this RFP a new requirement or a recompetete?

GCCSA wishes to add additional vendors to its list of approved vendors to provide center-based temporary staffing services.

2. Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?

GCCSA is seeking to add additional vendors to ensure we have a sufficient supply of substitute teachers and/or center-based staff available on a daily basis.

3. Is there a local preference in connection with this RFP?

No, the bidder does not have to be located within the greater Houston area. However, the bidder should have a sufficient supply of temporary employees available in the greater Houston area to fill the required positions.

4. Are additional evaluation points awarded to firms that are certified MBE firms or partner with MBE firms?

Yes, additional evaluation points are awarded to Minority-Owned Business and Women's Business Enterprises.

5. The RFP encourages Small Businesses, Minority-Owned Businesses, Women-Owned Business Enterprises, and Historically Underutilized Businesses to submit proposals. Please confirm whether subcontracting participation is encouraged only or whether a subcontracting commitment is required.

Subcontracting participation is neither encouraged nor required.

SECTION 7: SCOPE OF WORK/TECHNICAL REQUIREMENTS

1. In order to be considered responsive to this solicitation, is it mandatory to bid on all positions?

No, it is not mandatory to bid on all positions to be considered responsive for this solicitation.

2. Does GCCSA require in-person recruitment interviews for all classifications, or would live virtual interviews satisfy this requirement for any position?

No, in-person recruitment interviews are not required by GCCSA for temporary staff employed by the staffing agency. Live virtual interviews or the staffing agency's standard recruitment process are acceptable, provided all contractual qualifications and screening requirements are met.

3. How many employees currently work under, or are anticipated to work under, this contract?

The number of employees will vary, as staffing under this contract will vary based on temporary coverage needs for employee absences.

4. Is there a prevailing wage or living wage requirement applicable to this contract?

No, there is no prevailing wage or living wage requirement applicable to this contract at this time. Staffing agency is expected to comply with all applicable federal, state, and local wage and hour laws, including the Fair Labor Standards Act (29 U.S.C. § 201 et seq.), unless otherwise specified in the solicitation or contract documents.

5. Can GCCSA provide estimated annual hours or requisition volume by labor category?

GCCSA is unable to provide a estimated annual hours or requisition volume by labor category. The temporary employee will be utilized on an as-needed basis to provide temporary coverage for employee absences. Weekly hours will vary based on operational needs and will not exceed 40 hours in any workweek.

6. Are temp-to-hire conversion fees permitted under the contract?

Yes, temp-to-hire conversion fees are permitted under the contract.

7. What pre-employment screening components are required for placed staff in addition to criminal background screening, including any sex offender registry checks, child abuse or neglect registry checks, fingerprint-based checks, sanction or exclusion screenings, or other registry searches?

The staffing agency shall be responsible for conducting a thorough background check and pre-employment screening including drug tests prior to a temporary placement with GCCSA. All background checks must be available upon request for review.

8. Does GCCSA require drug testing for all classifications prior to placement, and if so, what test type or panel, timing, retest policy, and acceptance standards apply?

Yes, drug testing is required for all classifications prior to placement. To be accepted, a sample for the 9-panel urine drug screen must be collected to strict protocols to prevent tampering. A negative result is required.

9. Are any of the classifications subject to Head Start or Early Head Start-specific qualification requirements, such as CDA, infant/toddler credentials, early childhood coursework, classroom experience by age group, or other program-specific standards?

Yes, for Head Start locations (Teaching Positions Only) - Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

Yes, for Early Head Start locations (Teaching Positions Only) - Six (6) months in a similar position working with children birth to 3 years and able to supervise and interact with a group of up to 8 children.

10. Is work-history verification required for all classifications, and if so, what level of verification is expected, such as dates only, title verification, supervisor reference, or performance-related reference?

Yes, work history is required for all classifications. The following levels of verification are expected: dates of employment, job title, and performance-related/supervisor reference.

11. For which classifications or assignment types do GCCSA expect resumes, interviews, references, and/or test scores to be submitted before placement, and does this apply only to longer-term assignments or also to daily substitute coverage?

Resumes, interviews, references, and/or test scores will be requested on an as needed basis before placement. This type of request does not apply to daily substitute coverage.

12. Does GCCSA require any site-specific onboarding, safety training, confidentiality training, computer-use training, mandated reporter training, or program orientation before temporary staff can begin work?

Yes, GCCSA requires temporary staff to complete applicable site-specific onboarding and required training prior to beginning work. Depending on the assignment type and access level, temporary personnel may be required to complete orientation, safety procedures, confidentiality and data privacy requirements, computer-use policies, mandated reporter training, and program-specific expectations.

Temporary staff assigned to Head Start/Early Head Start programs or positions involving contact with children must complete all applicable regulatory and program-required training, including mandated reporter requirements and any additional child safety or confidentiality training prior to placement or within the required timeframe established by GCCSA.

The specific onboarding requirements may vary based on the job classification, assignment duration, duties performed, and access to GCCSA facilities, systems, or confidential information.

At least six clock hours of the annual training hours must be in one or more of the following topics:

- 1. Child growth and development;*
- 2. Guidance and discipline;*
- 3. Age-appropriate curriculum; and*
- 4. Teacher-child interaction.*

At least one clock hour of the annual training hours must focus on prevention, recognition, and reporting of child maltreatment, including:

- 1. Factors indicating a child is at risk for abuse or neglect;*
- 2. Warning signs indicating a child may be a victim of abuse or neglect;*
- 3. Procedures for reporting child abuse or neglect; and*
- 4. Community organizations that have training programs available to employees, children, and parents.*

If a caregiver provides care for children younger than 24 months of age, one clock hour of the annual training hours must cover the following:

- *Recognizing and preventing shaken baby syndrome and abusive head trauma;*
- *Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and*
- *Understanding early childhood brain development.*
- *The annual training hours must also include training on the following topics:*
- *Emergency preparedness;*
- *Preventing and controlling the spread of communicable diseases, including immunizations;*
- *Administering medication, if applicable, including compliance with §746.3803 of this chapter (relating to What authorization must I obtain before administering a medication to a child in my care?);*
- *Preventing and responding to emergencies due to food or an allergic reaction;*
- *Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic; and*
- *Handling, storing, and disposing of hazardous materials including compliance with §746.3425 of this chapter.*

The remaining annual training hours must be in one or more of the following topics:

- 1. Care of children with special needs;*
- 2. Child health (for example, nutrition, and physical activity);*
- 3. Safety;*
- 4. Risk management;*
- 5. Identification and care of ill children;*
- 6. Professional development (for example, effective communication with families and time and stress management);*

7. Topics relevant to the particular age group the caregiver is assigned (for example, caregivers assigned to an infant or toddler group should receive

training on biting and toilet training);

8. Planning developmentally appropriate learning activities;

9. Observation and assessment;

10. Attachment and responsive care giving; and

11. Minimum standards and how they apply to the caregiver.

The below trainings are required by Child Care Regulation for substitute teaching staff.

- *Food Handlers*
- *CPR/First Aid*
- *Civil Rights*
- *CACFP training PowerPoint presentation will be provided to the selected staffing agency.*

13. What is GCCSA's approval process for submitted candidates, including whether candidates may report to work before GCCSA reviews resumes or interviews, and what turnaround time should bidders expect for candidate approval or rejection?

GCCSA will not provide pre-approval for substitute teaching positions. GCCSA will submit requests based on daily needs, and candidates are expected to report to the assigned location.

GCCSA requires all submitted candidates for non-teaching positions to receive approval prior to reporting to work. Candidates may not begin an assignment until GCCSA has reviewed the candidate's qualifications, required documentation, and any applicable screening requirements, and has provided authorization to proceed. Resumes, interviews, references, background screenings, and other qualification verification may be required based on the job classification and assignment type.

Upon receipt of complete candidate information, GCCSA will review and communicate approval or rejection decisions as promptly as possible. Bidders should anticipate a standard turnaround time of approximately 3–5 business days for candidate review (non-teaching roles); however, timelines may vary based on position requirements,

availability of hiring stakeholders, completeness of submitted documentation, and program needs.

No temporary or contracted personnel should report to a GCCSA location or access GCCSA systems until final approval and required onboarding steps have been completed.

14. Please clarify GCCSA's expected replacement timeframe when an assigned temporary employee is rejected or removed after reporting to an assignment.

If a temporary employee is rejected, removed, or is otherwise unable to continue an assignment after reporting to GCCSA, the staffing agency shall notify GCCSA promptly and provide a qualified replacement candidate within an agreed-upon timeframe based on the urgency of the assignment and program needs.

GCCSA expects replacement candidates for critical or ongoing assignments to be provided as soon as possible. The replacement candidate must meet the required qualifications, complete applicable screening requirements, and receive GCCSA approval prior to placement.

For short-term or daily coverage assignments, GCCSA and the staffing agency will coordinate an expedited replacement process to minimize disruption to operations and ensure continuity of services.

15. Will timekeeping be handled through the department's system or will vendors be required to provide a platform?

Timekeeping will be managed through the staffing agency's established timekeeping process. Staffing agency will submit timesheets/timecards for GCCSA review and approval, or GCCSA may utilize the staffing agency's online portal to review and approve submitted hours.

The selected temporary employee will be responsible for ensuring accurate reporting of hours worked, and GCCSA will work with the staffing agency to establish the approval process prior to placement.

- 16. The RFP states that hours may be approved daily or weekly. Please confirm whether the approval frequency will be determined by GCCSA based on the assignment or center.**

The staffing agency will be responsible for communicating its payroll schedule (weekly or biweekly) and ensuring temporary employees are paid in accordance with the staffing agency's established payroll practices. GCCSA will work with the staffing agency to establish the appropriate timekeeping submission and approval process prior to placement.

- 17. Does the three-business-day placement expectation apply equally to all classifications, including Center Administrators and Family Service Specialists, or only to certain temporary roles such as Teacher, Teacher Assistant, and Teacher Aide?**

The three-business-day placement expectation applies to Center Administrators, Assistant Center Administrators, and Family Services Specialists.

However, same-day placement may be requested for Teacher, Teacher Assistant, and Teacher Aides to function as substitute teachers.

- 18. For purposes of the three-business-day placement standard, please confirm whether weekends and GCCSA-observed holidays are excluded.**

Yes, weekends and GCCSA-observed holidays are excluded.

- 19. Which position classifications represent GCCSA's greatest staffing need under this contract?**

Head Start/Early Head Start Teachers, Teacher Aides and Teacher Assistants represent the greatest staffing need under this contract.

- 20. Please identify the anticipated mix of full-time, part-time, short-term, long-term, and as-needed assignments under the new contract.**

Full-time, short-term, long-term, as needed.

- 21. For Teacher, Teacher Assistant, and Teacher Aide placements, are there assignment-specific requirements tied to age group or classroom setting, such as infant, toddler, preschool, special education, bilingual, or behavior-support classrooms?**

Yes, age group (infant/toddler-Early Head Start), preschool (Head Start). Bilingual may be requested where applicable.

- 22. The RFP requires recruitment interviews to be conducted in person. Please confirm whether GCCSA will permit a structured hybrid process consisting of an initial**

video interview followed by in-person identity, credential, and assignment-readiness verification before placement.

The staffing agency is responsible for establishing and conducting its own recruitment, interview, and candidate qualification procedures to ensure assigned personnel meet the requirements of the requested job classification. The staffing agency has the option of completing interviews in a virtual environment. This information was inadvertently omitted from the RFP.

The staffing agency shall ensure that all candidates provided to GCCSA have been appropriately vetted, including verification of identity, credentials, skills, experience, and assignment readiness, prior to placement. GCCSA reserves the right to review candidate qualifications and approve or reject submitted candidates prior to assignment.

23. Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

The standard work schedule is Monday – Friday, 7am – 3:30 pm. Hours may vary slightly depending on the location.

24. In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?

In the event of a contract award, staffing requests will be coordinated through GCCSA's designated process. Awarded vendors may work with individual departments/agencies as directed by GCCSA; however, all staffing requests, approvals, and placements must follow GCCSA's established procurement and authorization procedures.

GCCSA will communicate the appropriate points of contact and process for submitting and fulfilling staffing requests upon contract award.

25. Can GCCSA provide a list of all Head Start and Early Head Start centers covered under this contract and identify which locations have historically generated the greatest staffing demand?

Please see the Head Start and Early Head Start center listing for the 2026 - 2027 school year. All locations have significant staffing demand due to the need for Substitute Teachers, Teacher Aides, and Teacher Assistants.

<i>Center</i>	<i>Address</i>	<i># of Classroom</i>
<i>Bastian Elementary</i>	<i>5051 Bellfort Ave Houston, TX 77033</i>	<i>4</i>
<i>Codwell Elementary</i>	<i>5225 Tavenor Ln Houston, TX 77048</i>	<i>4</i>
<i>DeAnda Elementary</i>	<i>7980 Almeda Genoa Houston, TX 77075</i>	<i>4</i>
<i>Early Head Start</i>	<i>2020 Solo St. Houston, TX 77020</i>	<i>10</i>
<i>Kelso Elementary</i>	<i>5800 Southmund St. Houston, TX 77033</i>	<i>3</i>
<i>Peck Elementary</i>	<i>5001 Martin Luther King Blvd, Houston, TX 77021</i>	<i>3</i>
<i>Pasadena Head Start</i>	<i>902 Wafer St. Pasadena, TX 77506</i>	<i>13-HS 4-EHS</i>
<i>Patterson Elementary</i>	<i>5302 Allendale Rd. Houston, TX 77017</i>	<i>7</i>
<i>Raul Yzaguirre - Houston</i>	<i>2950 Broadway St. Houston, TX 77017</i>	<i>5</i>
<i>Reynolds Elementary</i>	<i>9601 Rosehaven Dr. Houston, TX 77051</i>	<i>3</i>
<i>Richey Road Head Start</i>	<i>611B S Richey St. Pasadena, TX 77506</i>	<i>4</i>
<i>Rucker Elementary</i>	<i>5201 Vinett St. Houston, TX 77017</i>	<i>4</i>
<i>RYSS STEM Academy Pasadena</i>	<i>1062 Fairmont Pkwy Pasadena, TX 77504</i>	<i>5</i>
<i>Thompson Elementary</i>	<i>6121 Tierwester St. Houston, TX 77021</i>	<i>4</i>
<i>Woodson Elementary</i>	<i>10720 Southview St, Houston, TX 77047</i>	<i>4</i>

SECTION 8: PROPOSAL COMPONENTS

1. What is the estimated annual contract value or anticipated annual spend for this solicitation?

GCCSA releases RFP when the expected contract value is \$350,000 or greater for the contract period (\$70,000 per year).

2. Will pricing remain firm for the initial contract term, or is there a provision for annual rate adjustments during renewal periods?

Selected vendors can include a provision for reasonable annual rate adjustments in the negotiated contract.

- 3. Other than the two-page limit for the Organizational Narrative, are there any page limits applicable to the technical response, Bidder's Experience, pricing response, attachments, or the complete proposal?**

No, there are no other page limits.

- 4. Please confirm whether references may include comparable Head Start, early-childhood education, school district, child-care, social-service, or multi-location public-sector staffing engagements.**

Yes, the bidder may include any previous or current contract as a reference.

- 5. Please confirm whether bidders are required to provide hourly rates only, or whether GCCSA requires a daily rate for any classification.**

Please provide hourly rates only.

SECTION 10: PROPOSAL EVALUATION

- 1. Will there be an oral presentation, interviews, or best and final offer (BAFO) process as part of the evaluation?**

Please review Section 10 of the RFP for the proposal evaluation process.

- 2. Will there be an opportunity for contract negotiations with the apparent successful proposer prior to award?**

Please review Section 10 of the RFP for the proposal evaluation process.

- 3. Following award, will GCCSA provide an opportunity for debriefings to unsuccessful proposers?**

Yes, GCCSA will provide an opportunity for debriefings to unsuccessful proposers.

- 4. Please confirm the evaluation criteria and weighing (e.g., technical vs. cost).**

Proposals will be based on the criteria as outlined in Section 7 of the RFP as well as submitting the required documents. Cost information has the highest weighting.

- 5. How will pricing be evaluated? Will GCCSA primarily evaluate Hourly Pay Rate, Markup Percentage, Hourly Billing Rate, or overall best value?**

Pricing will be evaluated based on overall best value.

- 6. How many vendors do GCCSA anticipate awarding as a result of this solicitation? How will work be distributed?**

There are not a set number of vendors that will be awarded as a result of this solicitation. All contracted vendors will be given equal opportunity to fill temporary positions.

ATTACHMENT A: REQUIRED FORMS

- 1. Form I requires bidders to enter a single “Bid Price,” while Attachment B requests separate hourly pricing by classification and the RFP does not provide guaranteed quantities. Please confirm what bidders should enter in the “Bid Price” field.**

Bidders may refer to the pricing information included in Attachment B in the “Bid Price” field.

ATTACHMENT B: CLASSIFICATION SPECIFICATIONS

- 1. May bidders provide credentialing responses in a separate attachment or answer them directly in the technical response?**

Credentialing responses may be provided in a separate attachment.

- 2. What are the minimum qualifications for each classification in Attachment B, including required education, experience, certifications, licenses, and any role-specific skills GCCSA will use to determine whether a candidate is qualified?**

See the Center Based Job Descriptions PDF on the GCCSA website under “Get Involved/Do Business with Us”.

- 3. The Classification Specifications list the Hourly Pay Rate as a range for each position. Should vendors maintain this range and provide a corresponding Hourly Billing Rate range based on their proposed markup, or should vendors propose a**

single fixed Hourly Pay Rate and a single corresponding Hourly Billing Rate for each position?

Please review Section 8e of the RFP for Cost/Fee information required for the proposal.

- 4. Attachment B provides one pricing line for “Teacher,” while the classification specifications identify multiple Head Start and Early Head Start teacher levels with different qualification requirements. Should bidders provide one Teacher rate or separate rates for each applicable teacher level?**

Bidders may provide a single rate or separate rates for each applicable teacher level.

- 5. May bidders add separate rows to Attachment B when different qualification levels require different pay rates and hourly billing rates?**

Yes, bidders may add separate rows to Attachment B.

- 6. Attachment B includes several Credentialing questions but does not provide sufficient space for complete responses. May bidders provide detailed responses to these questions in a separate attachment and reference that attachment in Attachment B?**

Yes, bidders may include a separate attachment.

- 7. Does GCCSA anticipate adding any related center-based positions or disciplines during the contract term that are not currently listed in Attachment B? If GCCSA adds a related classification during the contract term, will the corresponding qualifications, pay rate, markup, and billing rate be negotiated with the selected contractor before placement?**

GCCSA reserves the right to add related center-based positions or disciplines during the contract term that are not currently listed in Attachment B. Corresponding pay rates, markups and billing rates can be negotiated before placement for new classifications. Qualifications are not negotiable.